

**Maldives Marketing & PR Corporation
Male' / Maldives**

Announcement Number: (IUL)MMPRC-HR/1/2022/8

JOB OPPORTUNITY

Basic Salary (per month): MVR 5,820.00
Service Allowance (per month): MVR 1,940.00
Daily allowance (per month): MVR 1,940.00
Overtime allowances will be paid accordingly

Position: Procurement Assistant

Vacant slots: 1

Department / Section: Procurement

1. Minimum Qualifications:

Including proving the ability to perform the assigned tasks:

- a. Certificate Level 4 in relevant field **(OR)**
- b. A 'level / 6 years and above experience in relevant field

2. Key roles and responsibilities:

- a. Assisting in preparing RFPs required as per the advice of the supervisor.
- b. Assisting in preparing documents that needs to be submitted to the bid evaluation committee, arrange meetings, and draft the reports following the bid proposal evaluation
- c. Prepare bid evaluation report for the bids, ensure proper filing of bid documents, and assist with submitting documents for audit purpose.
- d. Draft agreements required by the Corporation as per the supervisor instructions and complete all works related to getting the agreement signed
- e. Prepare and send award letters for successful bid submissions.
- f. Participate in the activities/events organized by the Corporation.

3. Deadline for Application Submission:

Interested candidates please email your application to jobs@visitmaldives.com on or before **30th January 2022 (Sunday), 1500hrs.**



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4. Compulsory documents required

- a. Duly completed job application form
- b. CV of applicant with contact information.
- c. Copy of national identity card
- d. Reference letters
- e. Attested copies educational certificates/ transcripts (certificates from abroad shall be accredited from MQA)
- f. CV with reference contact details (with contact number)
- g. Valid Police Report

5. Additional Information:

- a. Only shortlisted candidates shall be contacted for the interview.
- b. Following the interviews, unsuccessful candidates will be informed verbally. A written document shall not be issued
- c. Email address to submit documents: jobs@visitmaldives.com
- d. All documents should be submitted in PDF format as one document.
- e. Job application form will be available to download on our website at the link below.
- f. Link: <https://corporate.visitmaldives.com/downloads/>
- g. For any enquiries please contact: 3323228, 3035512, 3035513 or 3035514

6. Address line:

Thoyyib Mohamed,
CEO & Managing Director,
Maldives Marketing and Public Relations Corporation

23rd January 2022



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